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27 October 1959

MEMORANDUM FOR: Reception Committee

SUBJECT: Cornerstone Ceremony, 3 November 1959

1. I have talked to each of you about my need for help in greeting the guests at the Cornerstone Ceremony. I do not think it will be a particularly burdensome task, but I appreciate your readiness to help out. If anything comes up to change your plans, please let me know as soon as you can.

2. The actual work of guiding the guests will be done by some 60 girls from the Agency serving as ushers. The exact positioning of the Reception Committee is not final as the fact that there are three separate approach ramps complicates matters somewhat. There will be a briefing session for the ushers at 10:30 a.m., Friday, 30 October, 117 Central Building, and if any of you would care to come I would welcome any ideas you have. Similarly, there will be a trip for the ushers to the site on Monday, 2 November, leaving by bus at 1 p.m. between the Brewery and M Building, and those of you who have not seen the location recently might find it rewarding to join us. On Tuesday, 3 November, the ushers will leave by bus from the same location at 9:30 a.m., and space is available for any members of the Reception Committee who can leave that early. In any case, I trust you can be at the site not later than 10:30 a.m.

3. There is no "costume" as such, but it might be better if we all wore dark suits. If it rains there probably will be no cover, and I would suggest raincoat, umbrella, and overshoes. There will be black top at the approaches, but there will still be plenty of mud in the area if it is wet.

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4. According to the present schedule invited guests are supposed to be seated by 11 a.m., the Director and the platform guests are due to arrive at 11:15 a.m., and the President will arrive at 11:30 a.m. via the George Washington Parkway. No one else will be permitted to use the Parkway going to the site, and the only entrance will be from Route 123. It is expected the Parkway will be open for the return trip.

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